



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE  
MCNAIR SOCCER COMPLEX PROJECT (PHASE 2)  
PW1624**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: July 3, 2019

Date Proposals Due: July 25, 2019, 3:00 p.m.

## **1.0 INTRODUCTION**

The City of Stockton (City) is requesting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and an estimate of probable construction cost for the McNair Soccer Complex Project (Phase 2), City project Number PW1624.

A selection Committee will comprehensively rank firms based on, but not limited to, proposals, qualification, references, and other relevant information. Contract negotiations will begin with the highest ranked firm. Pending successful negotiations, the Consultant will enter a professional services contract with the City.

## **2.0 BACKGROUND**

McNair Soccer Complex was constructed in 2007 and is located north of Ronald E. McNair High School (See Attachment A – Vicinity Map). The park was built to provide four soccer fields, four baseball fields, and a playground for Stockton residents use. The parks usage has increased over the years leading to deterioration of field conditions and the need for additional amenities to be added to the park.

## **3.0 PROJECT DESCRIPTION**

The primary goals of this project are to improve security and field conditions at the park as well as providing a way to keep track of scores on the baseball fields. This will be done by installing a public address system and scoreboards to the baseball fields, adding a pedestrian entrance gate to the southwest corner of the soccer fields, overseeding the existing grass to improve spotty growth patterns, installing a portable office, and expanding the existing storage area.

## **4.0 SCOPE OF WORK**

The consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates for construction and installation of the desired improvements. The Consultant shall also provide design support services during the construction phase of the project. The Consultant is encouraged to team with local consultants as much as possible to accomplish all tasks necessary to complete the project. Consultants are encouraged to include items that they feel necessary for this project.

The consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing the latest version of Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project

The work will include but is not limited to the following tasks.

#### **4.1 Background Research**

The Consultant shall review existing “as-built” electrical and irrigation plans provided by City and field verify any additional utility information.

#### **4.2 Environmental Services**

The City will handle environmental services for this project.

#### **4.3 Utility Coordination**

The consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. Consultant shall coordinate with PG&E via PG&E’s online portal throughout the design process if necessary.

#### **4.4 Plans, Specifications, and Estimate**

The consultant shall prepare complete PS&E documents which include design improvement plans incorporating all design features and other civil details. Provide two (2) sets of plans on 24” x 36” and one (1) plan set on 11” x 17”, specifications, and engineers estimate at the 65% and 90% stages to the City for review and comments. With each stage, the review comments from the previous stage shall be itemized and a written response to each shall be prepared in a comment matrix. The original red-line mark-up from the reviewing agency shall be returned with the succeeding submittal. After the 90% submittal review by staff, a check print (at 100%) shall be sent for editorial purposes prior to plotting on mylars. Final submittal shall include: one set of mylar final design plans with specifications and final engineers estimate; and AutoCAD format drawing files. After completion of construction, Consultant will incorporate the red lines (provided by contractor) into an as-built (24” x 36”) plan set on re-signed mylars. Electronic files of the as-built drawings (in standard PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original as-built mylars.

#### **4.5 Public Outreach**

There will be no public outreach for this project.

#### **4.6 Coordination/Meetings**

The consultant shall attend meetings or conference calls with City staff as needed to finalize the design and meet and assist staff during construction as required.

#### **4.7 Design Support During Construction**

The consultant shall be available to assist City Staff during bidding and construction phases.

- Bidding Support.
- Respond to Request for Information (RFI)/clarifications during bidding and construction.
- Review Submittals; assist staff in reviewing contract change orders, and prepare project addenda.
- Assist the City inspector with specific design issues during construction.
- Perform design modifications during construction at no additional cost to the City.
- Prepare record drawings (as-builts)

#### **4.8 As-built Drawings**

The consultant should prepare as built drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of as built drawings in AutoCAD. Changes should be reflected on the mylars either by hand or a new printed sheet.

#### **4.9 Preserving and Perpetuating Survey Monuments**

The Consultant shall identify, list, and show existing survey monuments on construction plans. Consultant shall file a Corner Record or Record of Survey with San Joaquin County for monuments within the project limits that have not been previously recorded and submit a copy to the City. The Consultant shall include language in the PS&E package to preserve all monumentation affected by the work being performed in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California.

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.4 Proposal Submissions**

Proposals shall be submitted no later than 3:00 PM on July 25<sup>th</sup> to:

MOHAMMAD SADIQ  
CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**McNair Soccer Complex Project (Phase 2)**” for the City of Stockton (Project No. PW1624). The cost proposal must be in a sealed envelope separate from the proposal. Late proposals will not be accepted. An electronic copy of the proposal should be emailed to Miguel Mendoza at

[Miguel.Mendoza@stocktongov.com](mailto:Miguel.Mendoza@stocktongov.com) and Mohammad Sadiq at [Mohammad.Sadiq@stocktonca.gov](mailto:Mohammad.Sadiq@stocktonca.gov). This electronic submittal should **not** include the cost proposal.

## **5.5 Acceptance or Rejection of Proposal**

The City reserves the right to negotiate an agreement with the firm submitting the highest ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

## **5.6 Proposal Questions and Requests for Clarification**

Any question or request for clarification shall be submitted in writing to:

[Mohammad.Sadiq@stocktonca.gov](mailto:Mohammad.Sadiq@stocktonca.gov)

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

[http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works](http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public_Works)

## **5.7 Causes for Disqualification**

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

### **5.8 Licensing Requirements**

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

### **5.9 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc... Failure to comply with the Instructions to Proposers may be grounds for rejection.

### **5.10 Department of Industrial Relations**

Please refer to Attachment B, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

### **5.11 Product Ownership**

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

## **6.0 REQUIRED PROPOSAL CONTENT**

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10. Proposer shall submit 3 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 20 pages, including resumes and the cover letter.

#### **6.4 Cover Letter**

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

#### **6.5 Table of Contents**

The proposal should include a table of contents.

#### **6.6 Executive Summary**

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

#### **6.7 Project Team**

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes

#### **6.8 Project Understanding**

Describe your understanding of the needs of the McNair Soccer Complex Project (Phase 2), PW1624.

## **6.9 Detailed Work Plan**

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

## **6.10 Examples of Experience with Similar Types of Work**

Provide examples of projects similar in scope and size to this project.

## **6.11 References**

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

## **6.12 Schedule**

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks within nine months of the notice to proceed.

## **6.13 Cost Proposal**

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fee for all costs to complete all the tasks.

**The cost proposal must be in a sealed envelope separate from the proposal.**



## **7.0 PROPOSAL EVALUATION**

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	July 3, 2019
Written Questions submitted by	July 18, 2019
Response to Written Questions	July 23, 2019
Proposals Due	July 25, 2019
Negotiations	August 12, 2019
City Council Approval	November 19, 2019

### **7.4 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualifications and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment C). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses.

### **7.5 Negotiations**

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, Then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected consultant will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

**ATTACHMENTS:**

**Attachment A – Vicinity Map**

**Attachment B – Instructions to Proposers**

**Attachment C – Evaluation Scoring Sheet**